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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE
FRUIT AND VEGETABLE INSPECTION SERVICE

GUIDE FOR SHIPPING POINT SUPERVISORS

TRAINING OF NEW LICENSEES

The Federal Supervisor should insist on at least one week of intensive training on Handbook material, certificate writing, policies, and grade interpretation, employing the use of all available models, charts, specimens, and pictures. (1)

At the completion of this period of classroom training, applicants should be required to pass a written examination satisfactory to the Federal Supervisor. Applicants who pass the examination should be required to spend sufficient time with a licensed inspector before making inspections. The length of time required will depend on the ability of the individual, and the commodity to be certified. The Federal Supervisor should instruct the licensed inspector to report the progress the applicant is making. When the Federal Supervisor is satisfied that the applicant is properly qualified, a license card may be issued, and an assignment given. For obvious reasons it is not advisable to assign such a new licensee to the place where he worked as an assistant before receiving his license. (2)

In no instance should an applicant be given an assignment without the direct approval of the Federal Supervisor. (3)

AVOID TRAINING INSPECTORS WHEN TRAINED MEN AVAILABLE

All Supervisors should impress upon State officials and others the advisability of using trained personnel. When trained men are available from other States, the Supervisors should attempt to convince the State officials that it will be advantageous to both the State and the Service to use these men. Training new men is expensive and consumes too much of the Supervisor's time during rush periods. In many cases it is necessary for the Supervisor to neglect his regular supervisory duties in order to conduct training classes. Training classes should be conducted only when necessary, and then a thorough course given in order to qualify the men for the Service in such a manner that they will be a credit to the organization. (4)

The success of the shipping point inspection service will depend to a large degree on keeping the qualified personnel continuously employed. Many of these men are making a business of the Inspection Service. Such men should be shown every possible consideration in order that they will consider it worth while to remain in the service. (5)

LICENSE ACTUAL INSPECTORS ONLY

- (6) The issuance of licenses shall be limited to persons who are expected to devote full time to inspection at least periodically, and to whose training the Supervisor can give adequate attention either personally, or through "key men" approved for supervisory work. State officials or others who have important duties not intimately connected with inspection can seldom take time to receive adequate training, nor can they make inspections so frequently, or so consistently as to make it possible to license them. Therefore, such officials should not be licensed. A license card should never be issued as a compliment to any one.

LICENSE CARDS NOT NECESSARY FOR EMPLOYEES OF THE DEPARTMENT

- (7) It is not necessary to issue license cards to regional shipping point Supervisors who have been appointed by the Secretary either under Civil Service, or as agents. Such appointments give the inspectors in question the necessary authority to make inspections.

DO NOT MARK LICENSE CARDS "VOID"

- (8) License cards which have been taken up for mailing to the Washington office should not be marked "Void." It is sometimes necessary to produce these cards in court cases or for other purposes, and the word "Void" is likely to be misunderstood if it appears on the cards. No notations should be made on the card, except when it has been cancelled for cause. The word "Cancelled" should be written across such license cards.

ISSUANCE OF LICENSE CARDS

- (9) Inspectors are not properly licensed, unless they hold a license card countersigned by the Federal Supervisor or some other representative of the Secretary of the U. S. Department of Agriculture. Inspectors should not be permitted to sign certificates unless they hold a valid license card dated on or before the date on the inspection certificate. License cards must not be dated back to cover certificates already issued. The Secretary does not make retroactive appointments.

- (10) License cards expire June 30 and new ones must be issued before any work is done in the new fiscal year.

- (11) The last Supervisor under whom the licensee works before the close of the fiscal year should take up the card, and return it to the Washington office, issuing a new one if the licensee continues to work beyond July 1. Supervisors should list on the new card the names of commodities appearing on the expired card. In listing on license cards the commodities which the licensee has been authorized to inspect, the Supervisor should not restrict the commodity to any particular state. Once an inspector has qualified to certify a commodity on one state, the same authority holds in all states.

Supervisors should not require licensees to surrender license cards (12) upon leaving their jurisdictions when it is possible they may continue to inspect under other supervisors within the fiscal year. It will be sufficient for Supervisors to whom a licensee has reported from a previous assignment in another state to initial the licensee's card which was received on the previous assignment. The date the card is initialed should also be shown on the card, together with names of any additional products which the licensee is being authorized to certify.

Correct first names or initials of inspectors should appear on license (13) cards, and not nicknames. The name on the license card should be exactly the same as that on the Personnel Record Card.

The license cards of "key men" who have immediate supervision over (14) certain groups of inspectors must, in addition to the signature of the Federal Supervisor, bear the initials of a representative of the Fruit and Vegetable Division in Washington. When issuing cards to "key men" the Supervisor must write with ink across the left margin of the face of the card the words, "For Supervisory Work" and forward same to the Washington office for approval.

ANSWERING APPLICANTS FOR LICENSE WHOSE NAMES APPEAR ON SPECIAL LIST

Each Supervisor is furnished a list of names of former inspectors (15) about whom inquiry should be made of the Washington office before licenses are issued. These applicants should not be advised that there have been difficulties in connection with past services which must be taken up with Washington before reinstatement. No mention should even be made of the fact that the applicant has been listed among those about whose records inquiry must be made before a license can be issued. In brief, no statement should be made to such applicants until the Supervisor receives a reply from Washington suggesting the kind of an answer that should be made.

PERSONNEL RECORD CARD F. P. I. - 28

The personnel record card should be made out in duplicate and signed (16) by the applicant before a license card is issued by the Federal Supervisor. The information appearing on these cards must be accurate, and the signature used on the license card the same as that used in signing certificates.

One copy of this card should be mailed immediately to the Washington office. The second is retained by the licensee for future reference. Retaining this second copy to show future Supervisors, should prevent duplicate cards being mailed by two or more Supervisors. Only one copy is desired in the personnel record file in the Washington office. All Supervisors should try to prevent issuance of duplicate cards by asking the licensee if any other Supervisor has previously mailed one of these cards.

LICENSEE'S SERVICE RECORD CARD F. P. I. - 29

Each Federal Supervisor should make a licensee's service record card (17) for every inspector employed during the fiscal year. Even though the licensee

may work in two or more states under the same Supervisor, only one record is required. In the event the Supervisor wishes to change the rating during the year, two or more cards may be made for the same inspector.

- (18) The headings under the Supervisor's report on the Licensee's Service Record Card, "personality," "tact," "judgment," "industry," "knowledge of product," "cooperation," "reliability," and "grade," with the exception of "personality," may be reported in numerical terms 1 to 5, inclusive or as "Excellent," "very good," "good," "fair," and "unsatisfactory."
- (19) Under "personality," use some term which aptly describes the licensee. Do not try to grade his personality. Try to describe it in one or more words. The following are some terms that may be used: Pleasing, dignified, unprepossessing, jovial, awkward, agreeable, attractive, arrogant, forbidding, unpleasant, disagreeable, crabbed, ill natured, amiable.
- (20) Care must be exercised in making these reports in order to do justice to the Service and inspectors. The rating should be based on the actual qualifications of the inspectors. State or regional preference certainly should not be considered in determining the grade in which inspectors are placed.
- (21) In making the report Supervisors should follow the system as outlined on card F.P.I.-54. Do not hesitate to place men in grade five if their work is unsatisfactory because of inability, improper attitude, misconduct, or other reasons. When men are placed in this grade, make a short, concise statement on the back of the card, giving the reasons.
- (22) Supervisors should not relicense inspectors who fail to follow instructions, are careless or show lack of knowledge, initiative, or integrity.
- In cases where it might be unusually embarrassing to the Supervisor to discontinue men with questionable qualifications, all facts should be submitted to the Washington office for a decision.

TRANSFERRING PERSONNEL

- (23) Cooperation in the transferring of inspectors between the various states should be the first consideration of all Supervisors. Future needs of the work should be anticipated as far in advance as possible, and Supervisors in charge of other deals advised of the number of inspectors that are likely to be used from that state. If possible, the names of the men desired should be given, experience needed, and any other information that would be helpful in making the transfer. When men are requested for key positions in the next assignment, every effort should be made to release such inspectors, even though it may be necessary to reassign other men within the same state. From the standpoint of the best interests of the Service and industry, it is desirable to make such transfers even though it may incur some additional expense. Over a period of years these expenses about balance between the states.

In the past there have been a few cases in which Supervisors have communicated directly with licensees in reference to transfers from one deal to another. This procedure has caused confusion and just criticism, and should be discontinued. All communications dealing with the transfer of personnel should be directed to the Supervisor in charge. (24)

SUPERVISION OF INSPECTORS

It is a physical impossibility for Federal Supervisors to personally give necessary supervision to all inspectors working on a deal of any size. (25)

In some states Federal Supervisors have designated certain inspectors as Field Supervisors, and key men, to assist in the supervision of the inspectors in the various districts. These men are given certain limited authority for supervisory purposes, and are stationed throughout the various districts so that they may be in almost daily touch with the inspectors in order to see that they are properly performing their duties. Supervisors should check the key men at frequent intervals to see that they are fully informed regarding the work of all men under their respective jurisdictions.

This type of supervision has proven very satisfactory on all deals where it is in operation. Supervisors should impress upon state officials and others the necessity of employing a sufficient number of key men so that the work may have proper supervision. It tends to promote uniformity in grade interpretation, certificate writing, and inspection procedure, and appears to be the best means for unifying the Inspection Service throughout the country. (26)

THE INSPECTION CERTIFICATE

Supervisors should insist that great care be exercised by licensees at all times in the writing of inspection certificates. Inspectors should carefully check the draft of the certificate for any errors or omission before turning it in for typing. In the event of any evident errors or omissions, the typist should be instructed to hold up the typing of the certificate until it has been called to the attention of the inspector, key man, or Supervisor for correction. After the certificate is typed, it should be carefully checked before signing. An inspector's signature on an incorrect certificate places the blame entirely upon him. (27)

After a certificate is issued, it is not only embarrassing to have errors or omissions called to the attention of the Inspection Service by users of the certificate, but it also involves a great amount of additional work in issuing a corrected certificate. (28)

In some inspection deals, certificates have been criticized by users of the Service because they appear to be practically identical; that is, they do not bring out the differences in lots which show a wide variation in quality, even though they do happen to fall into the same grade classification. (29)

Inspectors often get into the habit of writing almost identical certificates although there is a wide variation in the lots. Possibly this may be due somewhat to the type of inspector's notes used. However, this can be corrected if Supervisors will check the work of each man carefully and insist that a more detailed picture of each lot be drawn on the certificate. Generally, it is the good rather than the bad factors of quality which are not adequately described. In some instances certificates have been criticized for being too brief in the description of quality factors. Inspectors should always attempt to draw a complete, accurate work picture of the product on the certificate.

- (30) Certificates furnished for shipping point inspection deals are all serially numbered, and must be accounted for to the Washington office. Supervisors are held directly responsible for these certificates. When it is necessary to send out certificates to other points where typing is done, no larger supply should be furnished than is necessary to meet the needs of the season. In sending out pads of certificates, care should be taken to see that they are issued as nearly as possible in serial order. At the completion of the deal, any carry-over certificates should be returned to the central or district offices, and an accurate record kept, in order that the Supervisor may be in a position to account for all copies in the event of an audit.

NOTE SHEETS

- (31) Supervisors should insist on inspectors taking great care in making all note sheets complete in all details. Sufficient samples should be taken on all lots inspected, and the notes made so complete that a certificate could be written from them by another inspector who is familiar with the product.
- (32) Care should be taken to see that no samples exceed the individual package tolerance and that the defects on the note sheet have been accurately totaled.
- (33) It is highly desirable to make any additional statements on the back of the note sheet that might have a future bearing on the lot inspected. Notations, such as: "rough handling in loading;" "car loaded when inspection started;" "inspector present on shed during entire packing and loading of car;" "car loaded in extreme cold weather;" "car being loaded in rain," or other similar conditions; in fact, as stated, any condition that might have a future bearing on the lot should be shown on the notes.

CHECKING AND TYPING OF CERTIFICATES

- (34) Supervisors should designate certain key-men to be held responsible for careful checking of the drafts of the inspection certificates before going to the typist. After checking the draft for errors or omissions, it should be initialed. Typists should be instructed to hold up typing any drafts that have not been initialed. After the certificates are typed, they

should be carefully proof-read for any errors or omissions. By following this procedure, the necessity of voiding or cancelling of certificates may be greatly reduced. The copy that is mailed to Washington should be completely legible. Unfortunately, too many inspectors have not been careful in the selection of the copy for Washington. Field offices should mail either the second or third carbon copy.

FEES COVERING SHIPPING POINT CERTIFICATES

Supervisors should keep the Washington office advised of any changes in the fees charged for inspections within the territory under their jurisdiction. This is necessary in order that the Washington office may at all times be fully informed on the finances under each cooperative agreement. (35)

The fee which is charged on l.c.l. lots should appear on the certificate in order that the Washington office may be in a position to check the payments due the Federal Department. Such certificates must also show the approximate number of containers so that they may be reduced to carlot equivalents in the event the cooperating party elects to pay the Federal Department on this basis rather than five per cent of the fees assessed. If such l.c.l. inspections are made for applicants paying on the weekly basis, the word "weekly" should appear after the word "fee" on the certificate. (36)

ATTACH SHORT FORMS TO CERTIFICATES

When it is necessary to issue a short form for the immediate information of the applicant, a copy of this should always be attached to the certificate copy when it is forwarded to the Washington office. Proper instructions should be issued by Supervisors to all who have charge of typing certificates, and forwarding copies to the Washington office. (37)

FUTURE LOADING OF PRODUCTS AFTER INSPECTION

The practice of showing car numbers under Remarks on the certificate at shipping point is prohibited. When inspections are made in warehouses, storages, and packhouses, the product to be loaded at some other point, or later date, the car number should not be shown on the certificate unless the loading is actually checked by the inspector. (38)

NIGHT INSPECTIONS

Adequate light is absolutely essential in making accurate inspections. Supervisors should eliminate night inspections in instances where adequate lighting facilities are not provided. The use of flashlights, lanterns, or headlights of trucks or cars are usually not sufficient. Inspectors cannot be expected to properly certify lots when lighting is inadequate, and unless proper light is provided, inspections should be declined. (39)

INSPECTION EQUIPMENT

- (40) A careful check should be made of the inspection equipment being used by inspectors. Scales often get out of adjustment, and should be checked frequently. In some instances fibre sizing cards warp or get out of line, and should be checked for accuracy. If thermometers are used, they should also be checked frequently for accuracy.

ISSUING TWO CERTIFICATES ON SAME CAR OR SHIPPING POINT

- (41) It sometimes happens that a car inspected at shipping point which fails to meet grade requirements is regraded by the shipper to bring it up to grade. Another inspection is made following the regrading. It is proper to issue a certificate on each inspection for the second inspection really does not cover the same lot of produce as the first. If the first certificate has not been released when the second is issued, notation should be made under "Remarks" on the first certificates as follows: "See Certificate No.----- which covers inspection this car lot after regrading." Such notation will prevent the report on the first certificate being used, in the event shipping point information is requested by a terminal market office. If the first certificate was issued before the second inspection was made, a notation should be made under "Remarks" on the second certificate as follows: "This certificate covers a new inspection after regrading of the above lot, which was previously certified on certificate No.-----". In addition, shipping point Supervisors should instruct all inspectors working under their supervision to advise the Washington office, immediately by wire, when a case of this kind occurs. Such wires should be sent "Gov't. Rate Prepaid." For example: "Disregard certificate 11281, car regraded and second inspection covered by 11355." By taking this action, the wire should be received in time to keep the first inspection of the car from being listed; thus preventing incorrect information being sent to receiving point inspectors in case of reinspections.

RETURNING VOIDED OR SUPERSEDED CERTIFICATES

- (42) When a certificate is voided or superseded because of an error in typing, or for any other cause, the original and all copies but one should be returned to the Washington office. The term "Voided" should be marked only on those certificates which for some reason are not issued. Whenever one or more copies of a certificate are found which do not correspond in number with the original, the whole set should be marked "Void account numbering" and returned to Washington.

- (43) If it becomes necessary to issue a corrected certificate, when the incorrect certificate has been issued, every effort should be made to have the original and all copies of the incorrect certificate returned to the office of issuance. These should not be marked "Void" but "Superseded by Certificate No.-----." A letter is usually issued requesting the return of the incorrect certificate, a copy of which should accompany the original and copies of the superseded certificate when they are forwarded to the Washington office.

DAILY LIST OF CARS INSPECTED

There should be prepared in each state a daily list showing the car number and grade on all cars inspected. This list should be sent to each market office in which cars generally arrive before the regular listing is received from the Washington office. Offices to which a direct list should be furnished will depend to a certain extent on the distance from the shipping center and the length of time between the completion of the inspection and the mailing of the certificate copies to the Washington office. (44)

This may increase the expense in a few states, but in most cases the regular force will be able to handle this without additional help. The increase in expense, if there is any, can well be justified by eliminating the possibility of conflicting certificates being issued as sometimes happens when market inspectors have no opportunity to check the cars which arrive before the Washington list is received for shipping point marks. (45)

REQUESTS FOR MARKET INFORMATION ON S. P. I. CARS

It is recognized that Supervisors would obtain valuable information if they received copies of all certificates issued in markets on shipping point inspected cars. However, it is impractical to attempt a general service of this kind because of the additional clerical work involved, and the limited number of copies which are ordinarily prepared. Market inspectors have been instructed to send shipping point Supervisors a copy of the certificate in cases of unusual conditions encountered in cars which have been inspected at shipping point, providing an extra copy is available. (46)

When Supervisors desire specific information from market inspectors on products originating from a given state, such requests should be made direct to the Washington office. Such requests will be carefully considered, and will be complied with when sufficient personnel is available, and it appears such information is of sufficient importance to warrant the additional service requested. (47)

RELATION OF SUPERVISOR AND DESTINATION INSPECTORS

Supervisors should not start arguments with destination inspectors because of reversals of shipping point certificates. Inquiries may be directed to receiving point inspectors in order to obtain additional information necessary to correct the inspector whose certificate has been reversed. However, it is not the Supervisor's duty to reprove a destination inspector for what may be considered improper procedure in handling appeal inspections. Complaints regarding the procedure followed should be directed to the Washington office where both sides of the controversy may be considered, and appropriate action taken. (48)

KEEP THE WASHINGTON OFFICE ADVISED OF UNUSUAL CONDITIONS

Supervisors should advise the Washington office of unusual conditions at shipping points affecting any commodity which is being inspected. Such conditions as a freeze, unusual amount of rainfall, hail or wind damage, un- (49)

usual amounts of scarring, seedstems, peelers, etc., are some of the conditions which should be reported. Information regarding new varieties of products which are being shipped should be reported. This will enable the Washington office to keep market inspectors properly informed.

COMMODITY FILES

- (50) Supervisors should keep an up-to-date file on all commodities relative to changes in Grades and policies. Memoranda may be issued to all inspectors from time to time, keeping them advised of changes in grades, interpretations, inspection procedures and policies. In cases of changes in the Standards of a commodity, copies of the changes from the previous Grades such as appear in Division Letters would be very helpful, if furnished inspectors in similar form.

REQUEST FOR INSPECTIONS IN MARKETS

- (51) Federal Supervisors should not send wires requesting inspections on cars for shippers. Shippers should be advised to wire their requests to market offices direct. In cases where shippers insist on Supervisors composing the wire, they should be advised that the shipper's name will be signed to the wire, and a copy of same furnished. This procedure will give the market inspector a direct request from the shipper and may prevent a question being raised as to who requested the inspection.

SHIPPERS SHOULD DETERMINE IF INSPECTION REPORTS
FROM RECEIVERS ARE OFFICIAL

- (52) Shipping point Supervisors are requested to advise all shippers with whom they come into contact that they should insist on receivers showing whether they are furnishing "Government inspection" reports, or those of some private agency, in the event of complaints. Some receivers report results of private agencies to shippers, who apparently believe them to be Federal inspection results. Such reports may be misconstrued as being Government inspections, and Supervisors should call the attention of shippers to this possibility.

DO NOT INSPECT PRODUCTS PRODUCED BY PENAL INSTITUTIONS

- (53) Issuance of Federal-State certificates on products produced in whole or in part by convict labor is prohibited. Requests for inspection by penal institutions of produce produced by convict labor should be submitted to the Washington office. However, it is unlikely that any reason will be given which will justify deviation from the policy of refusing such inspections except where Federal marketing agreements are in force prohibiting shipments without Federal-State inspection.

STATE REGULATORY MEASURES

- (54) In some states inspectors are required to act as regulatory officials in the enforcement of state standardization or inspection laws. Supervisors should impress upon state officials and others the fact that

the Federal Agricultural Marketing Service is in no way responsible for state regulatory activities. A clear distinction should be made between the duties of Federal Supervisors and the duties of state regulatory officials.

The Washington office should be kept fully informed regarding state regulatory activities that are performed by licensees, and the Federal Supervisor's responsibility in the enforcement of any such activities. (55)

INQUIRIES RELATIVE TO FOOD, DRUG AND COSMETIC REGULATIONS

Federal Supervisors and licensees sometimes receive inquiries verbally or by letter requesting specific information regarding the regulations of the Food, Drug and Cosmetic Administration. In the case of verbal requests, parties should be advised to direct inquiries to the nearest representative of the Food, Drug and Cosmetic Administration. Letter requests should be referred to the nearest Food, Drug and Cosmetic Administration office for reply, the writers being advised of the action taken. (56)

Supervisors should keep as well informed as possible regarding regulations which are administered by other bureaus, but should not attempt specific interpretations of regulations that do not come under the jurisdiction of the inspection Service. (57)

COUNTING AND WEIGHING MAIL AD-150

Supervisors are required to keep an accurate record of all mail sent by each office or each individual, under Government frank for the months of January, April, July and October. (58)

A standard form (AD 150) for submitting the count and weight reports of franked mail is available for issuance from the Washington office. (59)

In order to prevent any misunderstanding with reference to the classification of official mail, the following outline is furnished: (60)

First-Class or Letter Mail - Consists of official letter correspondence, including such enclosures as are reasonably related to the subject matter of the correspondence; also certificates, checks, receipts, and other forms filled out in writing. Local first-class mail (that which is mailed for local delivery at post offices having city or village letter carrier service or at any post office for local delivery to patrons thereof on a rural or star route therefrom) should be reported separately from other than local mail. (61)

Third-Class Mail - Embraced in this classification are the following: The routine mimeographed market reports mailed in sealed envelopes or without envelopes via the Dunagin sealing device, circulars, reports to correspondents, and others, blank questionnaires, mimeographed reports mailed in sealed envelopes where no other mail is enclosed, and bound publications (whether printed, mimeographed, multilithed, or multigraphed) weighing eight ounces or less. (62)

- (63) Fourth-Class Mail - (Domestic Parcel Post) - The following shall be considered fourth-class mail: Merchandise, circulars, publications, and other printed matter exceeding eight ounces in weight.
- (64) Incoming Mail which consists of material in return-addressed penalty envelopes which have been furnished persons or institutions for returning filled-in forms or other information needed for official business shall be counted, weighed, and reported as first-class mail. However, it is not necessary to report incoming mail separately from outgoing mail.

SIGNATURES ON INSPECTION CERTIFICATES

The following quotes Administrative Memorandum No. 160 dated April 21, 1939:

- (65) Reference is made to Bureau Administrative Memorandum No. 35 dated January 18, 1938, which prohibits any employee in the Bureau from signing the name of any other employee who is entrusted to carry certain responsibilities. The provisions of that Memorandum are hereby relaxed in the following circumstances only:
- (66) "It occasionally happens that a Bureau inspector performs an official inspection, prepares his notes and record of the inspection and turns them in to his office for the preparation of the official inspection certificate, but at the time the inspection certificate has been prepared and is ready for signature and release, the inspector who performs the service is engaged on other duties distant from the office, and is not available to sign the certificate. In order to care for this situation, the inspector may give a power of attorney to a responsible employee to sign the inspector's name to the certificate, thus permitting its prompt release to the applicant for inspection, and providing an authentic copy for the files of the Department which may be used in case a certified copy is later requested. The signature of the inspector, affixed by his agent, should appear in handwriting. There is attached hereto a form of power of attorney which should be acknowledged before an officer empowered to administer oaths.
- (67) This method of signing inspection certificates should not be resorted to merely for the convenience of the inspector, but only in case:
- All the actual inspection work has been performed by the inspector;
 - his notes or work sheets are available in the office;
 - the inspector is away from the office at the time the inspection certificate is prepared and ready for issuance;

(d) the responsible employee who signs the certificate performs only the ministerial task of affixing the inspector's signature in handwriting, doing so under a previously executed power of attorney.

Two points should be carefully observed in connection with the issuance of certificates in this manner: (68)

1. The carbon copy (retained in the files) of every certificate issued should be initialed by the person who signs the inspector's name.
2. A copy of every power of attorney given should be sent through the respective divisions to the Business Manager of the Bureau.

The signing of certificates under power of attorney authority should be used when it is impractical for the inspector to sign his own certificates wherever the inspector works for a considerable time at one point and under one supervisor or key man who should be given this power of attorney. (69)

There are some deals, however, in which the inspectors are moved so frequently because of the short duration of the shipping season for certain products that it is impracticable to change the power of attorney every time an inspector's assignment is changed. In such cases the name of the inspector should be typed in the proper space and the supervising inspector should write his own name under the typed name of the inspector over the words "Supervising Inspector." It is understood, however, that under both plans of signing certificates, outlined above, the person who signs the certificate in place of the inspector has no authority to change any material facts which appear on the inspector's signed longhand draft. (70)

UNITED STATES DEPARTMENT OF AGRICULTURE
• Agricultural Marketing Service

Date

POWER OF ATTORNEY

Dear Sir:

I, the undersigned, hereby authorize you to affix my signature in writing to inspection certificates prepared in accordance with the facts set forth in the notes prepared by me of official inspections which I have made and to sign my name and to issue such certificates as the official certificates of such inspection.

(Signature)

Subscribed and sworn to before me at
(S E A L)

this day of

19

(Signature)

(Official Title)

THE USE OF THE PENALTY (FRANKED) ENVELOPES

Postal laws and Regulations have an important bearing on the use of franked envelopes in shipping point inspection work. A legal interpretation of one of the provisions is quoted below: (71)

"Persons not employees (of the U. S. Government) who are licensed by the Department as inspectors or others who are conducting work of an official nature, may use penalty envelopes only when they are furnished by a supervising official, and then only when such penalty envelopes bear a return address printed or written thereon." (72)

This rule clearly prohibits the use of franked envelopes for mailing shipping point inspection certificates to the applicants unless it so happens that it can be done by the Federal Supervisor. It is not permissible for the Supervisor to distribute unaddressed franked envelopes to licensees. Whenever it is necessary to mail certificates to an applicant they should be sent under postage, which will be furnished by the cooperating agency. (73)

Supplies of pre-addressed franked envelopes may be furnished by the Supervisor for mailing copies of certificates or other related material to the Washington office, and the Federal Supervisor's office, providing considerable time is spent by the Supervisor in that office. Pre-addressed franked envelopes may be used for mailing listings of cars inspected to the various market offices. Such envelopes may be obtained from the Washington office for this purpose. (74)

December 1, 1940.

